

<b>REPORTS INVENTORY</b>				CONTROL NO. <b>DDS/OTR/EA - 12</b>	
PREPARE IN DUPLICATE					
1. TITLE OF REPORT (If a fill-in report include Form No.)  <b>Obligation Abstract - Form No. 2468</b>				2. TYPE OF REPORT <input checked="" type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA		PERSONNEL LOGISTICS MEDICAL		TRAINING SECURITY FINANCE	
				ADMIN. GENERAL OTHER (specify)	
4. NO. OF COPIES PREPARED  <b>2</b>		5. FREQUENCY (weekly, monthly, quarterly, etc.)  <b>Approximately 4 times a week</b>		6. DISTRIBUTION (No. of components not number of copies)  <b>1</b>	
7. FORMAT (memorandum, form computer print-out, etc)  <b>Form</b>		8. ADP PROCESSING YES <input type="checkbox"/> IF YES GIVE ADP PROCESSING NO. NO <input type="checkbox"/>		9. DIRECTIVE AUTHORITY REQUIRING REPORT  <b>HNB</b> <input type="checkbox"/> <b>STAT</b>	
10. PREPARING COMPONENT (include lowest level contributing information to report)  <b>OTR/BF</b>			11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)  <b>None</b>		
<b>12. COST FACTORS</b>					
<b>A. MANUAL PREPARATION AND REVIEW COSTS</b>					
GRADE	HOURLY RATE	X HOURS PER REPORT	= COST PER REPORT	X TIMES PREPARED	= COST PER YEAR
<b>GS-07</b>	<b>4.50</b>	<b><math>\frac{1}{2}</math></b>	<b>2.25</b>	<b>App. 195</b>	<b>438.75</b>
<b>B. COSTS OF COMPUTER PRODUCED REPORTS</b>					
<b>TOTAL COSTS PER YEAR</b>					<b>\$ 438.75</b>
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.  <b>To provide data for the recording of obligations in the official accounts of the Agency.</b>					
<b>14. FUTURE GOALS</b>					
GOAL PROPOSED BY COMPONENT FOR THIS REPORT <input checked="" type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain) <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE				ESTIMATED SAVINGS MAN-HOURS <b>0</b>	
				DOLLARS <b>0</b> <b>STAT</b>	
16. DATE OF INVENTORY <b>7 October 1970</b>		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION <b>C/OTR/BF</b>			18. EXTENSION <input type="checkbox"/>